



STATE OF MONTANA MONTANA DEPARTMENT OF TRANSPORTATION JOB PROFILE AND EVALUATION

SECTION I - Identification

Working Title: District Engineering Services Engineer
Class Code Number: 119417
Class Code Title: Engineering Manager
Pay Band: 7

Department: Transportation
Division & Bureau: District
Section & Unit: Engineering Services
Work Address: 3751 Wynne
Butte, MT 59701

Position Numbers: 53201

Phone: (406) 494-9600

☒ FLSA Exempt

☐ FLSA Non-Exempt

Profile done by: Jeff Ebert, Butte District Administrator
Dwayne Kailey, Missoula District

Work Phone: (406) 494-9625
(406) 523-5800

Work Unit Mission Statement or Functional Description:

MDT's Mission is to serve the public by establishing a transportation system that emphasizes safety, environmental preservation, cost effectiveness and quality. District personnel work closely with the contractor, conducting construction surveys, inspecting the work, and monitoring traffic control during highway construction projects. Construction and maintenance are the main responsibilities of the districts, but these functions are supported by other services.

- **Right of Way** personnel appraise and negotiate for property that is needed for new or expanded highways.
- **Engineering Services** personnel design most highways within the district, arrange for relocating utility lines within the right-of-way, determine needs for signals, signs speed zones and other traffic controls, and perform field tests on materials used in construction.
- **Centralized Services** personnel keep records, perform accounting tasks, deal with personnel matters and operate communications systems.
- **Maintenance** of the state's highways is a dual function for district personnel. One function is to preserve the roadway, structures and signs; the other is to provide services that keep traffic moving over the highways each day. One of the most visible maintenance functions is winter snow removal. The upkeep of the roadsides and signs, and responding to natural disasters are other important roles of the district maintenance staff.

Describe the Job's Overall Purpose:

This position is the Engineering Services Engineer for one of five districts statewide and its subordinate area office. The position is responsible for directing the planning, implementation, and oversight of engineering services for multiple district projects; providing engineering oversight, analysis and technical assistance to MDT staff, contractors, local governments, and others; and administering consulting contracts. The position reports to the District Administrator, and manages 20 - 25 FTE construction staff in the district (typically through the District Projects Engineer or other subordinate managers).

SECTION II - Major Duties or Responsibilities

% of Time

A. Project Management and Delivery 50%

Direct the planning, implementation, and oversight of engineering services for multiple district projects to achieve the maximum benefit to the transportation system within available resources and to ensure sound engineering and construction principles are implemented in compliance with state and federal regulations.

1. **Develop District construction priorities and strategies** to implement the strategic plan and to maximize the benefit to the transportation system within available funding, and to maintain federal funding. This includes developing and implementing the implementation plan for the District, evaluating implementation and other plans to determine if they are functioning as intended and scheduled, and making modifications or adjustments as needed.
2. Coordinate the **development and allocation of the District construction budget** to attain and allocate funding for planned construction projects. This involves forecasting annual expenditures by providing information and direction regarding historical expenses, proposed system or program initiatives and ongoing activities, and types of planned projects; evaluating the Tentative Construction Plan (TCP) and Project Cost Scheduling as applied to the TCP, and their effects on construction operations to recommend the prioritization and allocation of construction program resources and FTE to ensure that project requirements are met, division goals are achieved, and federal aid participation is maintained; reviewing recommendations for allocations for annual fiscal operational plans and recommending spending priorities to the District Administrator by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.
3. Develop **project nominations** for district construction projects to represent district construction needs and recommend project priorities. This includes engineering evaluation of safety reviews, the Pavement Management System, and the Congestion Manual; gathering information from Maintenance personnel, local governments, and the public; and estimating project costs to determine the greatest needs that should be addressed within available funding. Determine whether project needs will be met with internal or external resources.
4. Conduct **project reviews**, evaluate special provisions, and consider project sequencing to identify cost savings, ensure that issues of constructability are

considered in projects and are incorporated into design features, ensure universal design standards are properly and consistently applied, and ensure projects adhere to applicable design standards. This includes Provides expert guidance and technical evaluations at field design reviews, plan-in-hand reviews, project meetings, and public hearings with consultants, designers and design supervisors, right-of-way agents and supervisors, and others to determine the overall adequacy engineering plans as well as adherence to applicable design standards. Develop and recommend design changes to the Preconstruction Bureau, Engineering Managers, and other appropriate parties to avoid costly construction conflicts or delays and promote cost-effectiveness. Deliver presentations at public hearings and meetings with city and county officials, civic organizations, tribal authorities, and other parties involved with or affected by engineering projects.

5. **Direct and coordinate preliminary field surveys** to ensure the feasibility of engineering plans by establishing priorities, providing technical guidance, and evaluating completed surveys to ensure compliance with design standards; federal, state, and Department policies; and value-oriented engineering principles. Secures consultant services as necessary based on land surveying requirements to accomplish desired outcomes. Reviews final findings pertaining to various factors related to water quality, wetlands, hazardous waste, endangered species, archaeological/historical sites, and other issues.
6. **Oversee and ensure effective project delivery** throughout the district to ensure effective use of district resources, ensure projects are completed on time and on budget, or to redirect funding in the case of project delays to ensure construction budgets are expended. This involves analyzing reported accomplishments in comparison with objectives and project costs; identifying and reconciling departures from objectives and/or budgets; developing and implementing modifications as necessary to ensure the ongoing effectiveness and efficiency of District activities; providing engineering assessments of pre-construction and construction plans to determine compliance with policies, regulations, and site requirements; identifying interrelationships with environmental, engineering design, traffic, site-specific construction materials, and other factors; providing direction on engineering and construction alternatives and the resolution of construction problems; and developing red-line memos to other engineers to recommend deviations from established policy (e.g., right-of-way issues) and to document engineering determinations.
7. **Direct the administration of environmental, regulatory, and permitting** activities in the district to ensure compliance. This includes ensuring environmental documentation and permitting are attained for all construction projects; coordinating the development of EAs and EISs as needed; and issuing special permits. Establish practices and procedures for regulatory activities; ensure compliance requirements are met through review of work; and resolve unusual or complex problems for subordinates.
8. **Initiate and maintain liaisons with state and federal agencies**, industry representatives (e.g., utilities, railroad companies, etc.), and the involved or affected public to explain, promote, and/or defend program policies, operations, and activities.

This involves exchanging information to gain cooperation, coordinate activities, explain projects, resolve conflicts, and maintain current knowledge of issues affecting program operations and activities. Negotiate, approve and enter into construction contracts with local governments and tribes. Develop short and long term strategic plans and program objectives for the implementation of construction responsibilities, and manage public input, environmental assessment, and remediation processes.

9. **Direct, coordinate, and perform public and intergovernmental relations** in the assigned district to promote MDT operations, gather support and resources for major construction projects, and to provide information. Represent and explain the Department's position and policy when handling traffic control, construction, design, and other complaints from the public. Draft responses to inquiries or complaints regarding construction engineering issues in the assigned district on behalf of the Governor, Director, District Engineer and Administrators within the department by investigating complaints/issues, gathering relevant facts, determining if policies or laws were violated, and determining and documenting any actions taken. Handle daily concerns of the public by defusing confrontations and establishing credibility and an understanding of the duties and responsibilities of the MDT.
10. **Monitor and evaluate contractor change orders** to ensure compliance with state and federal standards and regulations and to ensure continued federal project participation. This includes reviewing and analyzing change order requests; determining if proposed changes are within the scope of the original contract; overseeing the negotiation of terms; reviewing calculations of time and cost impacts of proposed changes; evaluating design and plan changes for adherence to requirements and overall adequacy, quality, and safety; and consulting with specialty work units in the department regarding design or other problems. Coordinates problem resolution and discussion among project managers, district engineers, headquarters staff, and the FHWA, and monitors issues to ensure they are followed-up on and resolved. Participate in joint-team change order investigations with FHWA as mandated by the interagency Partnership Plan to ensure compliance with engineering standards, verify necessity of changes, and develop alternatives.
11. **Evaluate contractors' value-engineering proposals and design exceptions** to ensure the application of proper engineering judgment and theory and compliance with state and federal design standards, and to implement cost-effective designs that meet the needs of the traveling public. This involves evaluating proposals to determine if similar project results (e.g., structural integrity, useful life, maintenance requirements, etc.) can be attained in a more cost-effective manner, and assessing proposed design alternatives to determine optimum locations and design features.
12. **Direct and coordinate District utility projects** to relocate utilities that are affected by or in conflict with highway construction projects while ensuring compliance with state (MDT) and federal (FHWA) policies and regulations. This involves establishing commencement dates for utility relocation projects; directing Department and consultant engineering survey crews during utility/railroad relocations, locating and staking rights-of-way, cut and fill slopes, pipes, approaches, signals, centerlines, and

other features; resolving complex engineering problems; and ensuring that project timelines are met.

13. **Coordinate and implement Traffic Control** specifications, bidding procedures, project management, and review procedures to ensure proper traffic control is provided for district projects. This includes overseeing training; ensuring uniformity including implementing the use of the non-uniformity complaint form; evaluating current and potential processes and policies to improve bidding techniques, specifications and procedures; coordinating traffic control reviews; reviewing traffic control plans (including speed limits, sign layouts, flagger layouts, and other components); speed zone, safety, and other traffic studies; accident investigations; establishing project schedules; and evaluating approach applications.
14. **Direct District materials activities** to ensure the quality and cost-effectiveness of surveying, testing, fabrication, and sampling. Ensures that soil surveys and gravel exploration, testing operations, and sampling activities are accurately, safely, and efficiently conducted. Oversee materials inspections to ensure that materials and inspection records conform with plans, specifications, and state and federal requirements; determine and resolve material deficiencies; and administer consultant contracts for specialized services as deemed necessary by the incumbent.
15. Provide engineering and construction input for the **development of new policies and initiatives** (e.g., P3, TCP) to improve district operations and facilitate statewide consistency in the application of construction policies and practices. This includes developing and recommending new contract language, processes and procedures; establishing standards for incentives and disincentives; recommending standard special provisions, performance related/end-product and other specifications; implementing changes to detailed drawings; coordinating the implementation of changes with specialty work units (e.g., Bridge, Road Design, construction staff, etc.); analyzing the design and construction impacts of new specifications, and working with Pre-Construction and Contract Plans to ensure incorporation of changes into drawings and plans in a uniform manner that recognizes possible changes in letting dates for individual projects.
16. **Facilitate communication** between project staff, districts, headquarters, and local, state, and federal agencies to obtain or furnish information regarding planned and proposed construction projects and to facilitate statewide consistency in the application of MDT and federal standards and requirements for design and construction specifications. Provide assistance to other MDT work units and cooperating agencies on engineering design, materials, contract administration, and related activities.
17. **Oversee the maintenance of all District project files and documentation** to integrate information and data regarding project progression; conflicts and deficiencies; and communications with project personnel, agency staff, utility companies, and members of the public into project plans and specifications.

B. Engineering Analysis and Technical Assistance

20%

Provide engineering oversight, analysis and technical assistance to MDT staff, contractors, local governments, and others to ensure the proper application of engineering theory and to ensure uniform compliance with department policies, specifications, special provisions and construction procedures.

1. **Provide technical assistance** to local governments and Area Maintenance Chiefs in traffic control / work zone signing reviews, utility permits, and maintenance pavement rehabilitation and preservation projects.
2. Perform and oversee the **investigation and evaluation of construction deficiencies and problems** to develop engineering solutions and changes to future contract plans to correct difficulties encountered in construction and to improve the quality of finished facilities. Attend or send subordinates to plan-in-hand meetings, construction reviews, and related evaluations to assess deficiencies and construction problems, determine cause, identify areas requiring further research by MDT specialty work units, coordinate problem resolution among work units, and to proactively implement appropriate corrective action.
3. Represent the department in **local planning efforts** to ensure impacts on the transportation system are considered; to determine project requirements; to provide technical assistance on project design and planning; and to determine MDT involvement in the project.
4. **Direct and coordinate public involvement** and other related processes for construction projects, encroachment permits, approach permits, environmental, and other issues requiring public involvement. Represent the state's interest in public hearings and negotiate with and respond to concerns of landowners, special interest groups, and other affected parties. Represent the department at public meetings, national meetings, media interviews, and with other government or private transportation interests; evaluate information; and direct or formulate policy related to engineering and construction activities in the assigned district.
5. Improve **statewide uniformity of construction administration** by implementing enhanced procedures; increasing MDT presence on construction projects; providing technical administrative assistance; overseeing and coordinating team reviews between Reviewers, oversight/post-review, and MDT specialty work units to improve uniformity and information sharing; and creating a procedure for the processing of Non-Uniformity Complaints with time lines.
6. **Conduct advanced engineering research, development, and process** implementation to ensure the district remains updated on contemporary technologies and construction procedures by evaluating new and improved engineering processes and technologies, increasing training opportunities, interacting with other agencies, and reviewing technical literature.

7. **Implement improved construction practices** and procedures and provide professional engineering of district activities to ensure that issues of constructability are considered in projects and are incorporated into design features and proper application of universal design standards. This includes directing the development and implementation of construction, project administration, specifications, quality control, and quality assurance guidelines for construction projects and activities in the district.
8. **Provides engineering direction and technical expertise** to project staff on construction administration including specifications, progress and final estimates, change orders. This includes expert consultation to engineering project managers, field personnel, district office engineers, and others as necessary to explain, clarify, and resolve issues and problems as they arise.
9. **Provide oversight of district technical assistance, review, and engineering evaluation** to respond to project concerns and to clearly define the construction processes and procedures. This includes providing direction to ensure compliance and consistent application of regulations and performance standards; overseeing the evaluation and definition of problems so mistakes will not be repeated and quality and innovation will be recognized; and developing new approaches to provide incentives for construction operation innovation and efficiency. Coordinate multi-work unit and interagency problem solving and evaluate policies and specifications to determine how the process is operating. Provide guidance/procedure to follow on consultant projects when errors are found during construction.
10. **Direct the preparation of studies, summaries, research, and special reports** related to road and bridge construction, reconstruction, and environmental projects, policies, and standards within the district to ensure that sound judgment and engineering practices are incorporated in all department processes. Provide technical expertise and information to district design, construction, materials, and maintenance personnel on highway engineering, environmental, bridge design and construction issues. This involves meeting with research teams to organize project direction, goals, and priorities; analyzing research data at each phase of project development; and writing and distributing findings including conclusions and a recommended course of action.

C. Contract Administration

15%

Administer various contracts to ensure adherence to applicable standards, procedures, state and federal regulations, and specific terms and conditions of individual agreements.

1. **Evaluate project plans and contracts** to determine the level of compliance with policies, regulations, and site requirements; identify plan errors, omissions, and ambiguous or contradictory project specifications that could result in change orders, disputes, claims, or litigation; verify adherence to professional engineering, construction, design, and safety standards; and evaluate project scope for constructability, cost-effectiveness, materials availability, environmental concerns, and product quality and performance. This involves research into past MDT projects and precedents; coordination with various sections within the MDT and staff in other

agencies; assessment of current material, level of effort, and design resource requirements and costs; advanced project workflow modeling using engineering concepts and construction practices.

2. **Develop consultant agreements** to describe scope of work, cost sharing of work, and special circumstances required by the contractor such as coordinated work. Write contract special provisions for inclusion in the construction contract.
3. **Monitor consultant and contractor performance** evaluation criteria and milestones for evaluating project completion and consultant performance. Work with subordinates and consultants to identify and resolve performance deficiencies. Prepare evaluations for completed contracts and projects and maintain documentation of performance for use in future selection activities. Monitor each consultant under contract or agreement for progress and quality of performance during active retained duration. Implement and monitor corrective action, and review and determine action related to recommendations for termination of contracts for noncompliance.
4. **Evaluate SUE, utility, railroad, construction, and right-of-way plans and contracts** to determine the overall adequacy and constructability of proposed projects. The incumbent assesses plans, cross-sections, and contracts; identifies conflicts, compliance deficiencies, and other problems; and consults engineering staff as well as utility/railroad personnel to explain and resolve problems.
5. **Resolve disputes** with contractors and others (e.g., utility companies, railroads, etc.) regarding the adequacy of work to ensure the overall quality, timeliness, and cost effectiveness of engineering and construction projects. The incumbent evaluates optimum performance standards under individual site conditions and cost/time parameters to negotiate appropriate settlements with contractors and others. Exercise authority to suspend work for failure to comply with terms and conditions of individual utility and District administered consultant contracts.
6. **Monitor and respond to interrelated project issues** involving other agencies, local governments, property owners, and other parties to generate cooperation and consensus on project completion and resolve ongoing problems or conflicts. Assess individual circumstances of proposed projects; objections or complaints from interested parties; and the impacts of various alternatives to project parameters (e.g., time, cost, safety, etc.).
7. **Direct and oversee billing audits** to ensure accurate, complete, and timely payments by ensuring the accuracy of invoices, identification and resolution of discrepancies, and efficient payment processing.
8. Provide assistance, guidance, and advice on the **evaluation and analysis of contract claims** to ensure conclusions are legally defensible and to facilitate project completion. This includes collecting and analyzing pertinent information, identifying areas of dispute, evaluating project circumstances, contract requirements, and other

project documentation, and preparing written evaluations of engineering and fact aspects of contractor claims.

D. Staff management

10%

Manage approximately 20 - 25 FTE in the District and Area offices.

1. Supervise managerial staff and indirectly manage the professional staff in the District and Areas offices by reviewing and revising overall work plans, priorities, and procedures, and monitoring progress through meetings and consultations. Conduct staff meetings, disseminate data, and promote information exchange to support and advance division goals.
2. Establish and approve overall responsibilities, organizational structures, and allocation of positions within the district. Review and approve or deny requests for additional personnel. Implement recommended rotational assignments to develop versatility and cross-training among personnel in the district.
3. Determine training needs of district engineering services staff through analysis of program effectiveness, new technology and policies, recommendations from subordinate managers, and staff performance. Oversee the provision of training through subordinate managers and supervisors, personnel specialists, training offices, or outside consultants to ensure modern technology and the latest information technology methods are used. Ensure consistency in the application of training opportunities for all district engineering services staff.
4. Identify staffing needs, recruit, and hire employees. This involves ensuring compliance with state and federal employment and civil rights law throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making final determinations for hiring, and ensuring proper training and orientation of new employees.
5. Develop and implement district engineering services workforce development, staffing, succession planning, career ladder, and professional development plans, policies, and systems to ensure adequate staffing, expertise and skills are available to meet current and future district engineering services needs, to provide employee development and advancement opportunities, and to enhance division recruitment and retention efforts. This includes identifying and documenting critical technical and behavioral competencies, developing performance and competency management and evaluation tools and systems, establishing advancement criteria, creating and implementing cross-training and professional development opportunities for staff, and related staffing and employee development activities.
6. Evaluate the performance of all positions directly supervised and complete performance evaluations; and review the work of positions indirectly supervised through assessment of performance evaluations prepared by subordinate managers. Implement and monitor corrective action including discipline and termination. Enforce discipline policies to ensure consistency in application of disciplinary action. Maintain

records, prepare reports, and compose correspondence associated with performance evaluations.

7. Ensure district engineering services staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements. Resolve grievances at the lowest level possible.

E. Other duties as assigned 5%

Perform a variety of special projects, attend training and continuing education, and represent the department and district at conferences, meetings, and other events as assigned by the Administrator and Director.

2. *Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position.*
Problems solved and decisions made relate to achieving district goals and objectives, accomplishing the Strategic Initiatives in the Business Plan; preparing for increased project funding and complexities, fulfilling the Partnership Agreement with FHWA; and ensuring Federal funding participation. Specific examples include providing engineering resolution of complex design and construction problems (e.g., changes in design or site-specific features impacting constructability or cost, implementation of new technology or value-engineering proposals, implementation of innovative design and construction practices or concepts). Procedural guidance for the most frequent duties is limited and includes federal and state regulations and laws, Engineering Division policies, and existing and developing design, construction, maintenance and contract administration practices. The position is responsible for the development and administration of engineering services, project nomination, management and delivery, and other agency procedures and policies.
3. *The most complicated aspect of this position is?*
The most complicated part of the job is planning, developing, and implementing multiple engineering and construction projects, solving project problems, and adjusting or reallocating project resources in a cost-effective and timely manner. This includes researching, developing and implementing design and construction systems and procedures, resolving broad and complicated engineering and project administration problems, incorporating the results of project reviews (outcomes, problems, methods) into future project design and planning, and coordinating the efforts of multi-disciplinary and inter- and intra-agency efforts to achieve uniformity and enhance the cost effectiveness and quality of roads and structures in the state.
4. *Guidelines, manuals or written procedures support this position are?*
Available laws, regulations, guidelines, manuals, and other written established procedures include engineering standards and guidelines, construction processes, contracting requirements; AASHTO and FHWA manuals and standards; annual program plans; Department, state, and federal requirements (e.g., ARM, MOM, MCA, CFR, etc.); system reference manuals; and related professional and administrative policies, standards, and procedures.

5. Which of the duties and/or specific tasks listed under 1. (above) are considered “essential functions” which must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)

Duties A – Project Management and Delivery, B – Engineering Analysis/Technical Assistance; and C - Contract Administration are considered essential functions because they require specialized expertise and are the reasons the job exists. The following mental and physical demands are associated with these essential functions:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Extensive travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person and over the phone
- Exposure to extreme weather conditions
- Extended periods of walking and standing,
- Mediating conflicts between irate and often hostile parties such as contractors, the public, and employees;
- Making significant decisions which affect public health and safety, often in critical situations.
- Ability to multi-task
- Making decisions in a timely manner so as to not have a negative effect on construction operations.
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Complex mathematics including statistical analysis
- Comparing data
- Compiling information, Analyzing, Coordinating, Synthesizing, Negotiating, Instructing

6. Does this position supervise others? ☒ Yes No

Number directly supervised: 7.0 .

Complexity level of the positions supervised 7, 6

Position Number(s) of those supervised

75206 District Projects Engineer

53204 Civil Engineering Design Supvr

60072 Civil Engineering R/W Design Supvr

53117 Civil Engineering Traffic Engr

53206 Utility Engineering Tech

53088 Utility Engineering Tech

53203 Materials Lab Spec

7. *This position is responsible for:*

☒ Hiring

☐ Firing

☒ Supervision

☐ Pay Level

☒ Performance Management

☐ Promotions

☒ Discipline

☒ Other: Allocating human resources, determining personal services budgets, staff training and professional development.

8. *Attach an Organizational Chart.*

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

Knowledge

This position requires extensive knowledge of the concepts, theories, and applications of civil engineering; highway design and construction; project planning and management; and MDT and FHWA design standards and procedures. This position also requires thorough knowledge of the methods and practices of utility relocation; traffic engineering; road design; and materials properties, specifications, and test methods; highway economic, safety, and efficiency issues; transportation planning, design, preliminary survey, and highway construction processes; applicable state and federal regulations; construction safety practices; and contract administration. Staff management responsibilities require knowledge of organizational theory, employment law, program requirements, and personnel management practices and techniques.

Skills

This position requires outstanding, specialized, skill in project management; reading and interpreting complex plans, specifications, and contract documents; drawing conclusions and making recommendations; assessing construction plans and projects; communication, public relations and negotiation; developing and administering a variety of diverse projects and functions; and developing alternatives and solutions for complex engineering problems.

Behaviors required to perform these duties?

Leadership: Provides clear directions, technical assistance, and guidance to district engineering services staff to ensure effective operations and project activities. Motivates staff to achieve common objectives. Appropriately delegates responsibilities to competent staff.

Analytical/Interpretive Thinking: Accurately applies general engineering standards and contract requirements to specific circumstances.

Decision Making: Evaluates multiple and ambiguous factors to resolve problems. Develops technically and legally defensible courses of action in response to construction claims.

Communication: Translates technical information to audiences of varied technical levels. Negotiates specific terms and conditions of contracts, corrective actions, and other agreements.

Independence of Action: Determines appropriate responses to engineering/contract problems and deficiencies with minimal assistance or precedent.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable and related fields of study: *Civil Engineering*

Related:

Other education, training, certification, or licensing required (specify): Licensure as a P.E. in Montana is required.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 to 4 years |
| <input type="checkbox"/> 1 to 2 years | <input checked="" type="checkbox"/> 5 years |

Other specific experience (optional):

Five (5) years of progressively responsible experience in transportation project management including three (3) years in a supervisory capacity.

Registration as a Professional Engineer in Montana is required.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☐ Yes ☒ No

Alternative methods include:

SECTION IV – Other Important Job Information

Predominant work is performed in an office environment and in the field. The position involves travel throughout the district with frequent travel to Helena (in excess of 25,000 / 20,000 miles per year) to project locations. Field work also involves hazards and demands associated with an active construction site including exposure to asphalt fumes, traffic, weather, loud noises, and overhead construction equipment; traversing rough terrain; and extreme weather and driving conditions. Negotiations and representations frequently require the incumbent to manage and mediate confrontational situations with local officials, community organizations, consultants, and the public on issues related to highway projects.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: Title

Signature Date

Immediate Supervisor:

Name: Title

Signature Date

Division/District Administrator:

Name: Title

Signature Date

Department Designee:

Jennifer Jensen Chief Human Resources Officer
Name: Title

Signature Date